

Sample Invitation

Address

The Honorable (Name of Elected Official)
Nevada State Senate or Nevada State Assembly

Dear Senator or Assemblyman or Assemblywoman (Last Name of Elected Official)

(To find your Senate and Assembly representatives, go to: <https://www.leg.state.nv.us/>)

1st Paragraph (State the reason for your communication)

(Name of organization) in conjunction with the Commission on Aging Legislative Sub-Committee, would like to invite you to attend an educational event on (date) (time) (location). We would appreciate the opportunity to provide information about our programs and those we serve as well as engage in a conversation about the issues facing older adults in Nevada. In preparation for these events which are being held statewide, the Legislative Sub-Committee has prepared an overview titled "Elder Issues in Nevada", a copy of which is attached (or enclosed).

2nd Paragraph (Provide brief overview of your organization including services offered, persons served, impact of services, quote from recipient of your services)

At the ABC Center, our goal is to help individuals stay in their own home and reduce the need for more costly nursing home placement. We provide nutritious meals to low income frail older adults. In addition, we conduct quarterly assessments to determine if there are additional services needed and connect individuals with other community resources. In 2013, we served XXX individuals.

Closing Paragraph (Review logistics, express thanks)

Thank you for considering our invitation to meet on (date, time). Please let us know if this date is convenient for you. We are looking forward to your visit and the opportunity to share information with you.